



**Job Title: Veterinary Technician**

**Department:** Wildlife - Veterinary Sciences

**Reports To:** Senior Veterinary Technician and Veterinarian(s)

**FLSA Status:** Exempt; Full-time salaried position

**Effective Date:** April 24, 2023

**Position Purpose:** To perform technical and clinical procedures in the treatment, surgery, medication, and laboratory evaluation of White Oak's Wildlife collection, as well as collaborate within and across departments to help achieve White Oak's Conservation initiatives. This position is for a combined laboratory and field technician, **but preference will be given to candidates with a strong laboratory background.** This position could be transitioned to a full laboratory position for the right candidate.

#### **Responsibilities and Tasks:**

The essential duties and responsibilities of this position may include the following (other duties may be assigned, and some duties may be shared with other personnel, or may not be assigned at all):

- Performs laboratory procedures, quality controls, and diagnostic tests, including: parasitology, hematology, serum chemistries, cytologies, and urinalyses. Responsible for clinical pathology data entry into electronic medical records database and archiving of conventional paper medical records.
- Oversees preventive parasitology screening program for the animal collection, Johne's disease screening program for ruminants, preshipment testing requirements, biomaterials banking, and other programs as needed.
- Provides assistance to the veterinarian in maintaining hard copy and computer files and records of comprehensive animal health records; enters data into veterinary records systems.
- Provides assistance to the veterinarian with the daily medical care of the animal collection, including preparation of equipment, animal restraints, sample collections, and diagnostic procedures.
- Prepares and administers medications to animals under the supervision of the veterinarian. Maintains the Animal Science Building facility, including the sterilization of instruments, preparation and maintenance of animal capture equipment, other related equipment, and orders supplies.
- Performs radiographs on animals utilizing stationary and portable x-ray machines; labels and files radiographs. Assists in the development of x-ray techniques for animals; maintains x-ray unit and related equipment.

- Provides assistance to the veterinarian in the performance of necropsies; prepares tissue samples for shipment or transport to outside laboratories with all applicable documentation. Assists veterinarian during surgical procedures, monitors anesthesia, and keeps anesthetic records.
- Actively participates in developing the next generation of veterinary technician professionals through White Oak's intern and student programs.
- Maintains hard copy and computerized calendars of preventive health programs and animal procedures.
- Participates in developing technical protocols and maintenance of quality control and accuracy of clinical techniques.
- Assists in all aspects of the veterinary medical practice as needed; fills in for and performs duties of the other technicians as needed.

**Qualifications:**

- Completion of a Bachelor's or Associate's degree in Veterinary Technology or a related area from an institution accredited by the American Veterinary Medical Association.
- Demonstrated 3+ years veterinary technician experience required; preference given for technicians with 1+ year experience in a clinical pathology reference lab or providing laboratory support in a veterinary or medical practice.
- Licensure and Certification preferred (e.g. LVT, CVT, RVT, MT, MLT, etc).
- Equivalent combinations of education and experience may be considered.
- Proficient in computer use and zoo industry record management software (ZIMS)
- Strong systemic and strategic thinking in combination with a proven ability to translate thinking to action and impact
- An excellent ability to build strategic networks and partnerships with various internal and external stakeholders
- Strong interpersonal skills with the ability to communicate effectively both verbally and in writing.
- Must be able to work nights, weekends, and holidays when needed. Work-related travel may also be required.
- Valid Driver's License

**Physical Aspects of the Job:**

Candidates must be able to lift 50 lbs. without difficulty, climb in/out of truck beds, stand/bend/stoop for extended periods of time, work in adverse weather conditions, and remain on their feet for long periods of time.

Qualified candidates should send resume, cover letter, and list of 3 references to [careers@white-oak.org](mailto:careers@white-oak.org). Please submit these documents as a single file PDF with the file name: YOURLASTNAME\_VeterinaryTechnician\_2023. Applicants will be considered until the appropriate candidate has been identified.